

The University of Maine

DigitalCommons@UMaine

General University of Maine Publications

University of Maine Publications

11-14-2012

Faculty Senate Agenda

University of Maine

Follow this and additional works at: https://digitalcommons.library.umaine.edu/univ_publications



Part of the [Higher Education Commons](#), and the [History Commons](#)

This Report is brought to you for free and open access by DigitalCommons@UMaine. It has been accepted for inclusion in General University of Maine Publications by an authorized administrator of DigitalCommons@UMaine. For more information, please contact um.library.technical.services@maine.edu.

FACULTY SENATE AGENDA

November 14, 2012

Room 2, Wells Conference Center

3:00 pm refreshments with agenda starting at 3:15

I. Welcome and Announcements

II. Approval of 17 October 2012 Minutes

See DRAFT at <http://umaine.edu/facultysenate/senate-minutes/2012-2013/october-17-2012/>

Also in Appendix 2

III. Committee Reports

Board of Trustees Representative – Bob Rice

Academic Affairs – Richard Borgman & Judy Kuhns-Hastings

Constitution & Bylaws – Mick Peterson

Research & Scholarship – Robert Gundersen

Finance & Institutional Planning – Jim McClymer & Tom Sandford

University Environment – Andrew Reeve & Michael Scott

Library Advisory – Robert Rice & Howard Segal

Service & Outreach – Emmanuel Boss & Claire Sullivan

Committee on Committees – Roy Turner

Program Creation & Reorganization Review – Mick Peterson, Acting Chair

General Education – <chair vacancy>

Ad Hoc IT Advisory – Martha Novy-Broderick & Michael Scott

Reports of Faculty Members on Committees of the Administration

Blue Sky Steering Committee: *Harlan Onsrud, Robert Rice*

Pathway 1: Serving Our State: Catalyzing Maine's Revitalization, *Michael Peterson*

Pathway 2: Securing Our Future: Ensuring Financial Sustainability, *Jim McClymer*

Pathway 3: Embracing a Culture of Excellence: Promoting Spirit, Community and Collaboration, *Rick Borgman*

Pathway 4: Transforming Lives: Strengthening the UMaine Undergraduate and Graduate Student Experience, *Judy-Kuhns Hastings*

Pathway 5: Restoring the Dream: Renewing Pride and Stewardship of Place, *Doug Bousfield*
Other Committees of the Administration

IV. Open Comments from the Administration & Questions

V. Old Business

VI. New Business

Motion to Recommend Creation of the PhD in Communication (Appendix 3)

Motion to Recommend Creation of the MS in Spatial Informatics (Appendix 3)

VII. Adjourn

APPENDIX 1

Sept 12, 2012

Fall 2012 Faculty Senate Committee Agendas

The designated areas of responsibility for each standing committee may be found in Article IV at <http://umaine.edu/facultysenate/bylaws/>

Academic Affairs

Co-Chairs: Richard Borgman and Judy Kuhns-Hastings

- 1.) Change of Grade Policy (to complete from last year—involves procedures for faculty to change a students' grade).
- 2.) Work towards retention of tenure stream positions to ensure curriculum integrity. That is, explore the issue of tenure track positions versus the move to temporary, adjunct, non-tenure faculty.
- 3.) Academic Affairs was charged to serve as an initial inquiry group to gather basic information about certificates and existing review processes at both undergrad and grad level.
- 4.) Academic Affairs was requested to explore a potential calendar change. Perhaps a modified Tu/Th and Mon/Wed sort of schedule, with MWF classes in morning and M/W classes in afternoon. (Started last year. We have gathered some data from other schools and need to move forward.)
- 5.) Common core and articulation agreements.
- 6.) Course credit for military experiences
- 7.) Clarifying peer definition and peer selection for all new faculty hires.
- 8.) General: Process any requests to the Senate relating to academic matters including university-wide degree requirements, curriculum matters involving two or more colleges, the academic calendar, academic freedom, academic standards, academic performance, the assessment of academic outcomes, academic titles, criteria for ranks, admission standards, grading, evaluation of teaching, student academic standing, honorary degrees, and the library.

Committee on Committees

Chair: Roy Turner

- 1.) Process requests to the Faculty Senate for appointment or nomination of faculty members to campus committees formed by the administration or others
- 2.) General: Make recommendations to the President of the Senate for all faculty members of each standing committee. At the March meeting, the Committee on Committees presents preferably at least two candidates for Vice President/President-elect, Secretary and Board of Trustees Representative.

Constitution and Bylaws

Chair: Mick Peterson

- 1.) Review the Constitution and Bylaws and propose and process any amendments as needed
- 2.) Review the Faculty Hand-Book, develop a revised draft, post as a web-based html draft, solicit comments and potential revisions and propose for approval by the Senate
- 3.) General: Review any proposed amendments to the Constitution and Bylaws of the Faculty Senate.

Finance and Institutional Planning

Co-Chairs: Jim McClymer and Tom Sanford

- 1.) Pursue increased transparency of academic financing
- 2.) Assess financial and institutional planning implications of Blue Sky proposed actions
- 3.) Pursue greater committee inclusion in campus and system financial planning processes
- 4.) Review experimental funding of programs
- 5.) General: Review matters and make recommendations to the Senate in matters relating to administrative organization, institutional planning, and budgetary issues affecting university priorities and allocation.

General Education

Chair: to be named

- 1.) Track and assess development and revision of campus General Education course requirements
- 2.) Explore alternative General Education models with the goal of achieving more effective models

3.) General: Serve as a liaison with all campus administrative committees dealing with general education and bring to the attention of the Faculty Senate issues relating to general education

Library Advisory Committee

Co-Chairs: Robert Rice and Howard Segal

- 1.) Facilitate and promote means for populating the Digital Commons (i.e. the campus Institutional Repository hosted by Fogler Library)
- 2.) General: Review and make recommendations to the Senate in matters relating to the functions of the library including physical plant needs, staffing levels, financial support, service to the academic community, adoption of new technology and policies affecting the campus academic environment.

Program Creation and Reorganization Review Committee

Chair: Michael Grillo

- 1.) Follow up the processing of all academic programs that went through a suspension process but that have not yet been formally eliminated or reconstituted in another form. Document the findings on the web.
- 2.) Facilitate interdisciplinary program development as appropriate.
- 3.) Track and assess proposals for undergraduate and graduate certificate academic program proposals.
- 4.) Assess e-learning programs potentially affecting existing academic programs
- 5.) General: Receive and review proposals for the creation, elimination and reorganization of academic programs and present recommendations to the faculty senate for approval.

Research and Scholarship

Chair: Robert Gundersen

- 1.) Support expanded faculty Peer Mentoring for research and scholarship
- 2.) Work with the *Office of Research and Sponsored Programs* and the *University Research Council* to assess progress on the *Strategic Implementation Plan for Enhancement of Research, Scholarship, and Creative Activity* (Jan 2012) with due consideration to the comments made in *Faculty Responses to the UMaine Strategic Implementation Plan for Enhancement of Research, Scholarship, and Creative Activity* (150 faculty survey responses, April 2012) (See <http://umaine.edu/facultysenate/documents/>).
- 3.) General: Review and make recommendations to the Senate on matters relating to research including research priorities, research funds, patents, the protection of human and animal subjects, and research safety.

Service and Outreach

Co-Chairs: Emmanuel Boss and Claire Sullivan

- 1.) Document or develop service learning opportunities for undergrad and grad students with communities, non-profits, companies and agencies (e.g. implementation is typically at the academic department level)
- 2.) Explore options for better highlighting faculty service to disciplines or professions
- 3.) Keep the campus informed about criteria needed to attain or retain campus stature or credentials with external audiences, e.g. Carnegie Classification, and make suggestions to retain or achieve
- 4.) General: Review and make recommendations to the Senate regarding service and outreach issues and opportunities that affect the university and its communities.

University Environment

Co-Chairs: Andrew Reeve and Michael Scott

- 1.) Pursue means for achieving better interdisciplinary campus experiences and academic programs for students without undercutting core programs
- 2.) Pursue physical and technology improvements for classrooms
- 3.) Pursue electronic teaching, research and communication infrastructure improvements in consultation with the IT Ad Hoc Committee
- 4.) General: Review and make recommendations to the Senate in matters relating to the academic and physical environments of the University including cultural programs, energy and resource conservation, sustainability, free speech and assembly, athletics, public relations, residential life, safety, facilities, and conduct.

Ad Hoc IT Advisory Committee

Co-Chairs: Martha Novy-Broderick and Michael Scott

- 1.) Pursue further co-ordination of the various IT groups on campus and across System

- 2.) Work with the Academic Affairs Committee on how academic needs might better drive development of the technologies required for various modes of E-Learning
- 3.) Pursue electronic teaching, research and communication infrastructure improvements in consultation with the Environment Committee
- 4.) Assess progress on the *The University of Maine Information Technology Strategic Plan* (Final Draft 23 Feb 2012) with due consideration to the comments made in *Faculty Responses to the UMaine Information Technology Strategic Plan* (127 faculty survey responses, April 2012) (See <http://umaine.edu/facultysenate/documents/>).

APPENDIX 2

DRAFT FACULTY SENATE MINUTES

October 17, 2012

Posted at <http://umaine.edu/facultysenate/senate-minutes/2012-2013/october-17-2012/>

DRAFT FACULTY SENATE MINUTES

October 17, 2012

Present: Steven Barkan, Jason Bolton, Emmanuel Boss, Douglas Bousfield, Ian Bricknell, Dick Brucher, Stephen Coghlan, William Congleton, Mauricio da Cunha, Benildo de los Reyes, Charlsye Diaz, Janet Fairman, Michael Grillo, Dennis King, Judy Kuhns-Hastings, Bill Livingston, Mary Ellin Logue, James McClymer, Paul Myer, Martha Novy-Broderick, Harlan Onsrud, Ray Pelletier, Jay Rasaiah, Thomas Sandford, Michael Scott, Philip Trostel, David Yarborough, Bob Rice, Kathryn Slott, Susan Hunter, Stuart Marrs, Molly MacLean

Absent: John Allen, Richard Borgman, Marcia Douglas, Dylan Dryer, Thane Fremouw, Robert Gundersen, Ramesh Gupta, Gordon Hamilton, Clarissa Henry, Steven Kimball, Dorothy Klimis-Zacas, David Marcincowski, Robert Milardo, Michael Peterson, Andrew Reeve, Brian Robinson, Howard Segal, Claire Sullivan, Roy Turner, Chuck Wallace, Mark Wells, Gail Werrbach, Robert Strong, Paul W Ferguson, Melvin Johnson, Jennifer Hooper (GSG), Robert Jackson Pineau (USG)

The meeting was called to order at 3:17 pm

I. Welcome and Announcements:

Stuart Marrs introduced CK Kwai, Director of the UMaine Office of International Programs. He's worked in the field of International education for over 15 years with extensive experience in all aspects of International education.

October 31, 2012 from 8:30-11:00 the Credit Transfer Steering Committee meeting on the Orono campus, Faculty Senate members are encouraged to attend. Susan Hunter stated that each campus is being visited. The meeting is actually a working session but open. A location is still being determined.

Graduate School open house is today, 4:00-6:00.

II. Approval of September 2012 Minutes

MA in Bio Informatics should be an MS

Approved with amendments

III. Committee Reports

BOT Rep – Robert Rice

The BOT retreat is next week in Falmouth. This year, for the first time, University Presidents will be invited for most of the day.

Bangor's report on performance funding is moving ahead. Approximately \$3-5 million in funding will be held back then redistributed base on performance measures. No idea how funding will be determined at this time.

Academic Affairs –Richard Borgman & Judy Kuhns-Hastings

Meeting next week with Susan Hunter discussing credit transfer issues. The motion regarding grade changes for today postponed until possibly next month.

Constitution & Bylaws – Mick Peterson

No report.

Research & Scholarship – Robert Gundersen

UMAP IT had one proposal last year so please pass word on to colleagues.

Finance & Institutional Planning – James McClymer & Tom Sandford

Although far from being completely resolved, the Marketplace and PCard situation has substantially improved since the beginning of the semester. One of the improvements is a *Frequently Asked Questions* web page just posted by the Purchasing Office. From reading the FAQ:

- (1) you know that recent changes in purchasing practices by all university units were caused primarily by an Administrative Practice Letter issued by the Chancellor's office,
- (2) you know that a PCard is a credit card and that Maine Street Marketplace is the preferred procurement tool and why it is preferred,
- (3) you know that PCard purchases are intended primarily for emergencies and for small dollar amounts under \$500 that cannot be made readily through Marketplace,

- (4) you know that pre-approval by supervisors is still needed for all PCard purchases but that the written documentation for that pre-approval will be maintained and managed at the unit level and (to the best of our belief), in order to reduce bureaucracy, that documentation need NOT be forwarded with the purchase receipts,
- (5) you know that the wording of the acknowledgement statement when acquiring a PCard has improved,
- (6) you know that the number of pre-approved vendors in MaineStreet Marketplace will grow to include most of your preferred vendors over time, and
- (7) you know there exists a current proposal to the University of Maine System whereby an externally funded grant itself serves as the pre-approval mechanism for the Principal Investigator. Further, similar mechanisms for pre-approval are being sought in conjunction with EPSCOR, MEIF and MAFES funding.

Before taking questions and comments I'd like to ask Harlan to relate some further actions that Janet Waldron is still pursuing relating to this situation.

Harlan:

Let me quote and paraphrase some language in an email from Janet since she was unable to be here today.

She states: At this point we have done the following:

Negotiated with the systems office for permanent pre-approval for research grants such that the grant will serve as the approval vehicle therefore not requiring any other supervisory approval. Of 37,000 P Card transactions, this takes care of 15,000.

The Marketplace electronic search mechanism is not working efficiently. Therefore, we are working to put in place a new electronic search form intended to facilitate the sourcing search to make it easier for the end user. The form is in the testing phase at this point with the intent to roll it out shortly.

We are presently enabling certain vendors (in particular Amazon and NewEgg) within Marketplace so that the PCard can be used within Marketplace. If this is successful, other similar vendors may be added.

We have a request in to the system to essentially suspend pre-approval for all P Card transactions up to \$500. If successful, this should take away a major challenge for the total of the 37,500 transactions that fall into this dollar range. This would leave only travel, which is covered currently by a different Administrative Practice Letter and anything over \$500 to require supervisory approval on the P Card.

We were able to obtain a modification to the definition of *supervisor* to enable other designees to give approvals and are working with individual program areas to align the personnel approval function so that it will work for them. This obviously is important to all but particularly in circumstances that are off campus and also out of country.

More specifically, Mike has worked out individualized approaches for areas such as Marine Sciences, Climate Change, AEWG and Athletics while continually working with individual requests for special accommodation. I believe this is resulting in adjusted procedures and some changes that are working to assist the business process.

We are expecting to put in place increased automation to connect the PCard more directly into the data capture functions of Marketplace which will also be beneficial to all in that once it is in place it should enable greater P Card flexibility.

Lastly, there are some "tweaks" ongoing to Marketplace itself to make it a more user friendly environment.

Wrap Up by Harlan:

On a personal note, although there are many details yet to be worked out and we don't know that all of our requests will be supported by the system office, I want to thank faculty and staff for funneling their e-mails and correspondence through the Faculty Senate. This has made it much easier to build cases for change in an organized fashion. Please continue to use the Finance and Institutional Planning Committee for this purpose and FIPC will continue to monitor the situation.

I also want to publicly thank President Ferguson, Senior Vice President Janet Waldron and Mike Noblet, Director of Purchasing, for championing this effort with the UMS and for being comprehensive and persistent in addressing the concerns of faculty and researchers.

This effort will continue to take a lot of faculty senate time and time of administrators when we would rather be doing other things but I deeply appreciate the professionalism of all involved.

Question: One area that may still be an issue is meeting registrations that may be more than the \$500 limit. Claire Strickland stated registrations are not being compromised at this point.

University Environment – Andrew Reeve & Mike Scott

Scheduling a meeting with Janet Waldron to discuss classrooms.

Library Advisory – Robert Rice & Howard Segal

No report.

Service & Outreach – Emmanuel Boss & Claire Sullivan

Met two days ago work to coordinate efforts working on the Carnegie application. First thing will be to come up with a survey but working with another committee on campus. Want to get survey out as soon as possible.

Committee on Committees – Roy Turner

Sent out notification for Committee of Administration but will make a second request for volunteers. Please talk to your units about these committees.

Program Creation& Reorganization Review – Michael Grillo

There are two motions under New Business today. Friday, 2:00pm is the open meeting on MS in Bio Informatics. Committee is reviewing a proposed BA in Human Dimension in Climate Change. The PCRRC needs a new chair.

General Education – Vacancy

Last year a series of Gen Ed changes were approved, specifically the Student Learning Outcomes for all Gen Ed areas. Not clear on the process but assume they need to go to the Administration and will discuss with Provost Hunter.

Ad Hoc IT – Martha Novy-Broderick & Mike Scott

Question for Provost Hunter, what is the state of the former IT Council, any move to resurrect? The Provost said she's not sure but will discuss it with Janet Waldron.

Committees of the Administration

No report.

Blue Sky Reports

The Blue Sky Steering Committee met yesterday, took in reports, most just getting started. Within a week, or two, a website will be announced with matrix for each. Pathway 4 met today to set priorities and brainstorming. The Systems Office has a representative at each meeting to assure strategies align with the System plan.

IV. Invited Report from the Administration

Provost Susan Hunter and Ted Colardarci, Director of Institutional Studies, *The Distribution of Instructional Resources at UMaine*

The study grew out of discussions in the Faculty Senate regarding who's teaching courses, tenured faculty, adjunct, or instructors.

There are two reports posted on the Faculty Senate website. One is a general summary and the other is a set of appendices.

Ted introduced Deb Allen, Asst. Director of the Office of Institutional Research. This was a massive undertaking and Deb did a lot of the work on the project.

The study looked at course sections, course credit hours, and student credit hours, tenured/tenure-eligible, non t/te faculty, grad assistants, other instructors (non-faculty UMaine employees). Three years of data were studied, 08-09, 09-10, 10-11 and easy to add 11-12 later. This report is Phase I and Phase II available spring 2013 broken out by academic unit.

Tables include, Table 2. Course Sections/Student Credit Hours by Instructor Group, T3.... by Faculty rank, T4. ...by Full-time/Part-time, Figure 9 Percentage of Course Sections Taught by Full-time/Part-time Status: Grad Lecture & Seminars, T12. ...Taught by Instructor Group, and Table 17...(face to face vs. online).

See attached for study details. More extensive documents will be posted to the Faculty Senate website under Documents.

Questions

Q: Is there any comparative data with other institutions to be found?

A: No.

Q: Can 2010-11 be compared to 10 years ago?

A: Yes, by taking a quick look. There is a trend away from T/TE.

V. Old Business

None

VI. New Business

Motion to Recommend Creation of the PhD in Communication

The Program Creation, Review, and Reorganization Committee

17 October, 2012

In accordance with the University of Maine's Fifteen Stage Process of New Academic Program Creation, the PCRRC has held public hearings on Friday, 21 September, 2012, on the stage eight, Full Program Review of the proposed PhD in Communication. On the basis of these hearings, in which all attendees voiced unalloyed support for the program, the PCRRC recommends the Faculty Senate support this proposed program at this stage eight review through passage of this motion.

Vote: Approved unanimously.

Motion to Recommend Creation of the MS in Spatial Informatics

The Program Creation, Review, and Reorganization Committee

17 October, 2012

In accordance with the University of Maine's Fifteen Stage Process of New Academic Program Creation, the PCRRC has held public hearings on Friday, 21 September, 2012, on the stage two, Intent to Plan Review of the proposed MS in Spatial Informatics. On the basis of these hearings, in which all attendees voiced unalloyed support for the program, the PCRRC recommends the Faculty Senate support this proposed program at this stage two review through passage of this motion.

Vote: Approved unanimously.

Adjourned at 4:25 pm

Respectfully submitted

Kathryn Slott

APPENDIX 3

Motion to Recommend Creation of the MS in Bioinformatics

The Program Creation, Review, and Reorganization Committee

14 November, 2012

In accordance with the University of Maine's Fifteen Stage Process of New Academic Program Creation, the PCRRC has held public hearings on Friday, 19 October, 2012, on the stage two, Intent to Plan Review of the proposed MS in Bioinformatics. On the basis of these hearings, in which all attendees voiced unalloyed support for the program, the PCRRC recommends the Faculty Senate support this proposed program at this stage two review through passage of this motion.

Motion to Recommend Creation of the BA in Human Dimensions of Climate Change

The Program Creation, Review, and Reorganization Committee

14 November, 2012

In accordance with the University of Maine's Fifteen Stage Process of New Academic Program Creation, the PCRRC has discussed the proposed BA in Human Dimensions of Climate Change, which the Senate had approved on 19 October, 2011, to pass stage eight, as a Full Program Review, but under the original title of a proposed BS in Climate Change and Culture. Since then, the Faculty who originated the proposal have changed the name to a BA in Human Dimensions of Climate Change, altering also some program details principally in the particular balance of courses between Anthropology and the Physical Sciences. In reviewing their alterations, the PCRRC agreed that the proposal remained true in both substance and intent to its passed stages two and eight iterations, and so recommends the Senate support the continuation of this proposal at stage nine, in which the Provost's Council considers approval of the program.